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Introduction

We will be using the Lab A Mezzanine as storage space. It needs to be cleaned out. Heavy or bulky equipment needs to be removed from the Mezzanine. The stairs are too narrow, and the equipment are too heavy and bulky for personnel to hand-carry. Therefore, we would like to use a fork-lift to move the heavy items.

The items to be moved include tables, empty cabinets, and other furniture. Items will be secured onto a pallet.

One section of the inner north mezzanine wall has been modified. A 5' section of the drywall has been removed. This open section allows large items to be fork-lifted to and from the mezzanine. In the opening, there are 3 safety bars made from unistrut stock.



Removing Load from Mezzanine

Steps	Description	Fig.	Hazard	Mitigation
1.	Move forklift truck into position below mezzanine. Depending on the size of load, insert 8' or 4' skid onto the tines.	1	No significant hazard	Personnel using the lift must be trained forklift operator. Another person shall assist the driver as an "extra set of eyes".
2.	Lift tines to the proper height and drive forklift into the mezzanine.	2	No significant hazard	Another person, stationed in the mezzanine, shall assist the driver as an extra set of eyes.
3.	Put load onto skid. Load shall be stable or be secured to the skid.		Strain from lifting	Personnel must obey medical restrictions (if any) on lifting. Personnel shall observe safe-lifting practices (see appendix)
4.	Depending on size of load, remove a sufficient number of safety bars so that load can be backed out into the mezzanine.	3	Falling Hazard	If either of the lower safety bar are removed, personnel in the mezzanine will use safety harness (tied to the I-beam) whenever working within 4' from the opening.
5.	Back the load out of the mezzanine, and lower the load into the lower floor.		Load falls from pallet.	Load shall be stable or secured onto pallet. Area around the fork lift truck will be roped off until the load has been lowered to ground level.
6.	Reattach safety bars onto mezzanine opening.		Falling Hazard	Personnel shall use safety harness whenever within 4' from the opening.

Bringing Load onto Mezzanine

Steps are reversed from the above.

Job Duration

Job will start at end of July 2008, and shall not extend beyond August 2008 except by amendment.

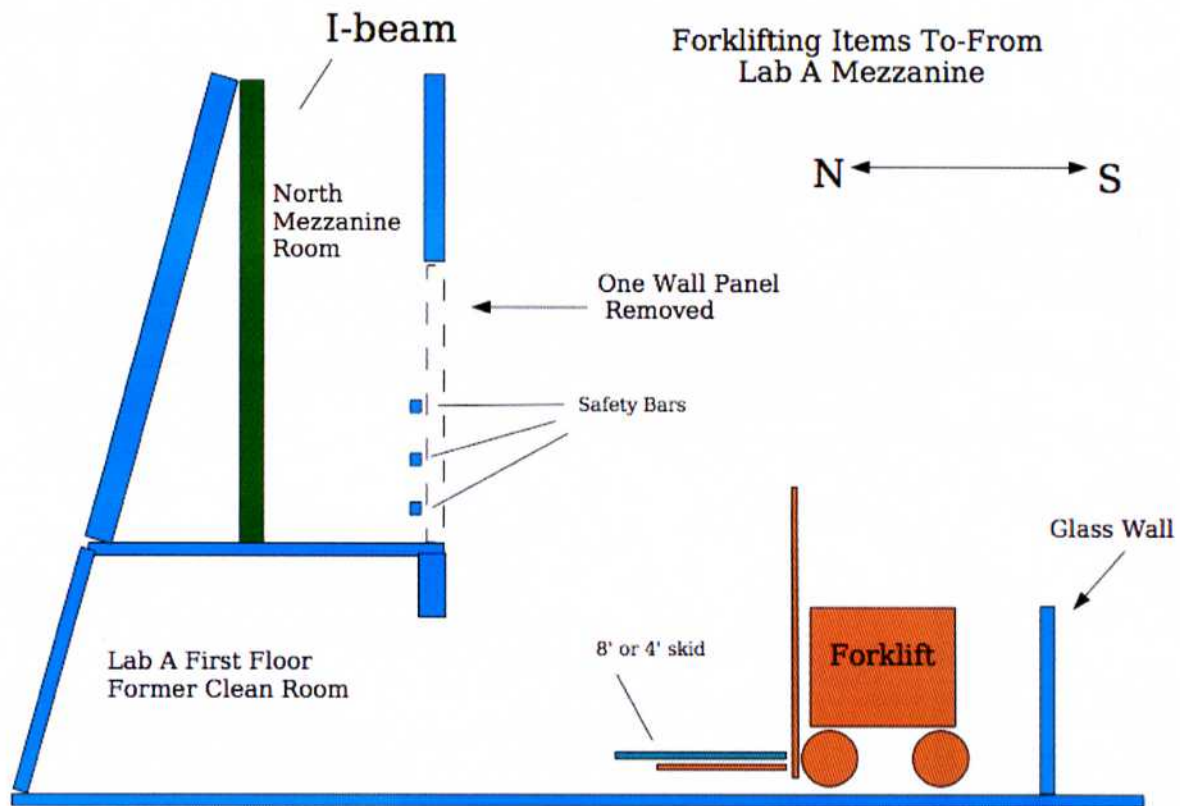


Figure 1

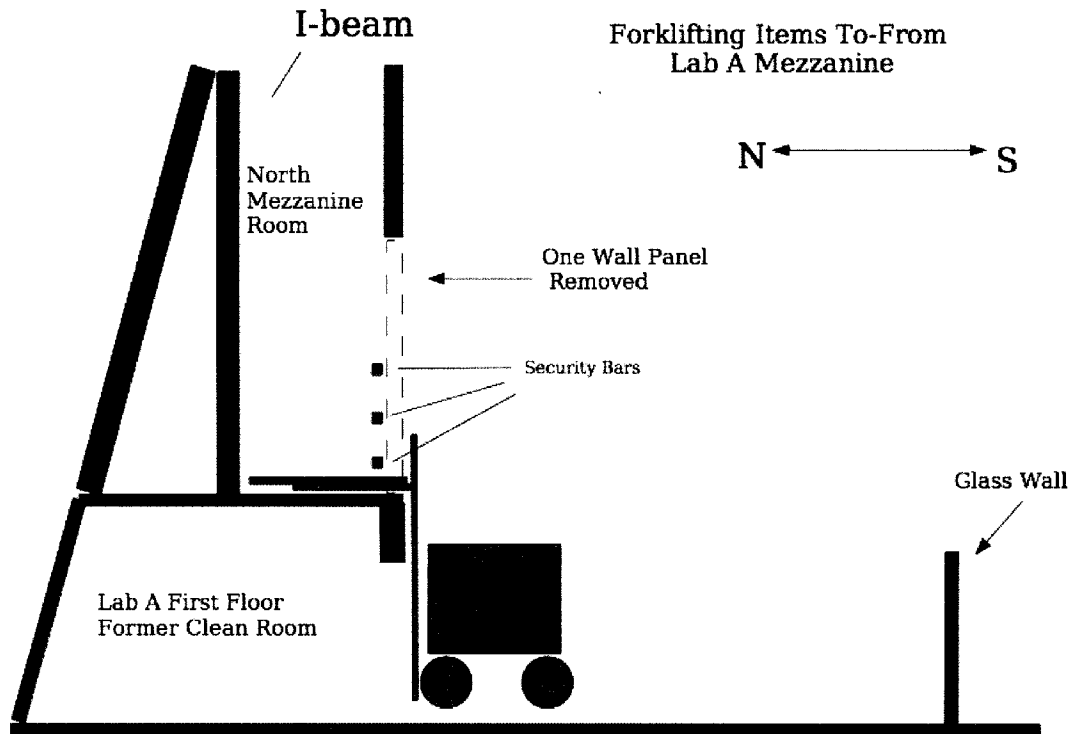


Figure 2

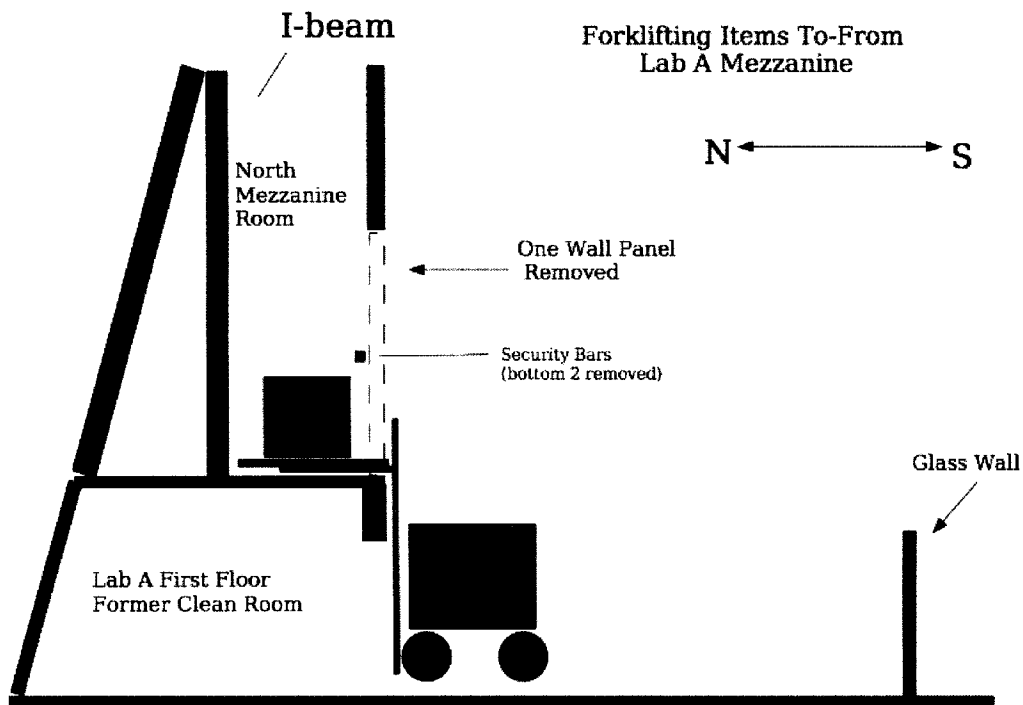


Figure 3

(Reproduced from FESHM handbook)

SAFE LIFTING

Back injuries are one of the most costly type of injuries at the Laboratory and certainly from the individual's perspective, it is one of the most painful. It is vital that you do everything you can to prevent injuring your back. When in doubt, get help. Techniques that may help:

Consider the size the weight of the object to be lifted. Do not lift more than you can handle comfortably. Before lifting, plan your move. How will you lift the object? Where will you move the object? Is the path clear? How will you set the object down?

When lifting, bend at the knees. Get a good hold on the object and lift by straightening your knees. Keep the object as close to your body as possible. And NEVER, NEVER twist while lifting or setting the object down.

Never carry an object that you cannot see over or around. Do not carry objects up or down stairs if you are unable to hold onto the handrail.
